



Performance Management

Module 19

DoD Performance Management and Appraisal Program (DPMAP)

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In DPMAP the overall appraisal process is:

A continuous two-way communication between supervisor and employee allowing a systematic evaluation of performance against clearly stated standards

MyPerformance: Overview



- The yearly appraisal cycle is 1 April thru 31 March, effective on 1 June
Example Cycle: 1 April 20XX thru 31 March 20XX+1, effective 1 June 20XX+1
- It is **REQUIRED** to have 3 formal (system documented) performance discussions yearly
 1. the performance plan, 2. the progress review and 3. the final appraisal.(Any appraisal missing the above steps is invalid)
- Employees **MUST** work under an approved plan for 90-days during the cycle to be eligible to receive an appraisal.
- Performance appraisals use a 3-tiered system to rate performance
A 5 rating is “Outstanding”, a 3 rating is “Fully Successful” and a rating of 1 is “Unacceptable”. All Performance Elements are critical and will not be weighted.
- Performance elements and standards for supervisors must be equal to or greater than the technical elements and standards



MyPerformance: Overview



- DoD core values will be discussed with employees at the beginning of the appraisal cycle and will be annotated on **ALL** performance plans. The DoD core values are: leadership, professionalism, and technical knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty.
- Performance plans must be Approved within 30 Days of the start date of the rating period.
- **Progress Reviews are not mid year reviews.** One documented Progress Review is mandatory per appraisal cycle. You may have as many progress reviews as needed!
- **Performance Narratives.** Addresses the employee's performance measured against the performance standards for the appraisal cycle.
- **Performance narratives** are mandatory for each element rated "Outstanding" (Level 5) and "Unacceptable" (Level 1). They are optional but highly encouraged for each element rated "Fully Successful" (Level 3)
- **Performance Narrative Statements** will replace Closeout Assessments and is required when a supervisor changes for an employee who has performed under an approved performance plan for 90 calendar days.



MyPerformance: What has Changed



Question!

How long must an employee work under an approved plan in order to receive a performance appraisal?

- A. 30 days
- B. 60 days
- C. 90 days
- D. 120 days



MyPerformance: What has Changed



ANSWER

How long must an employee work under an approved plan in order to receive a performance appraisal?

90 Days



MyPerformance: What has Changed



AUS employee's

- All AUS technicians who have not been present to perform work under an approved plan for the minimum 90 days during the appraisal cycle year will NOT receive an appraisal.



Question!

Which employee NEVER receives a performance appraisal?

- A. Temp employees – tenure 0
- B. Permanent employees – tenure 1
- C. Conditional employees – tenure 2
- D. Indefinite employees – tenure 3

Who receives an appraisal?



ANSWER

Which employee NEVER receives a performance appraisal?

Temp employees – tenure 0



Who receives an appraisal?



Yes

Permanent Employees - Tenure 1

Indefinite Employees – Tenure 3

Conditional Employees – Tenure 2
(AFTER 1 year probation/trial period)

No

Temp Employees – Tenure 0



Why no appraisal's during the first year?

Appraisals apply only to employee's



5 USC 7511 (Definitions: application)

- (1) "employee" means-
- (C) an individual in the excepted service (other than a preference eligible)
- (i) who is not serving a probationary or trial period under an initial appointment



- **Performance & conduct are reviewed for suitability for technician service**
- **During the trial period, the technician's appointment can be terminated at any time – WITH PROPER DOCUMENTATION**
- **After successfully completing 12 months probationary service the employee is placed on a performance plan**



- **RETAIN:**
 - The technician's work performance must minimally rate at an equivalent Fully Successful, Level 3 rating
- **NOT TO RETAIN:**
 - Supporting documentation will be forwarded to the HRO who will advise supervisors and managers on appropriate action(s) to remove the technician from Federal service



Performance management process:

- **Planning** work and setting expectations
(Writing the elements and plan)
- **Monitoring** performance continually
(Providing feedback – discussions)
- **Evaluating** performance in a summary fashion
(End of cycle evaluation)
- **Recognizing and rewarding** good performance
(SSP's, Time off awards, letter of recognition)



Planning Performance



Planning Process

- **Analyze the position**
- **Assess what the key KSAs are**
- **Review/update the job standards**
- **Review/ensure accuracy of the position description**
- **Identify the job elements**

(Planning work and setting expectations)



Employees:

- Identify achievable performance elements and standards for themselves
- Provide input to supervisor regarding the performance plan
- Ask questions to clarify the supervisor's expectations of their performance

Supervisors:

- Compile list of tasks
- Establish appropriate performance elements
- Establish quantifiable and measureable standards
- Communicate approved performance plan to employee and how performance expectations link to organizational goals
- Encourage continuous, meaningful two-way communication
- Proactively communicate the plan to the employee
- Provide a copy of the approved performance plan
- Conduct performance planning discussions
- Modify the performance plan, as needed

Performance Management is a COLLABORATIVE EFFORT between Supervisors and Employees 18



Performance elements describe what work is to be performed

Performance plans must have a minimum of one critical performance element, maximum of 10, and each performance element must have associated standards that define expectations

The number of supervisory performance elements on performance plans for supervisors will equal or exceed the number of non-supervisory (technical) performance elements

An organization *may* have standardized performance elements

DoD Instruction 1400.25, Vol. 431

Performance Standards



Standards describe how the requirements and expectations provided in the performance elements are to be evaluated

Should be written using SMART criteria

Must be written at “Fully Successful” level for each performance element

Avoid using absolute standards (e.g., 100 percent, always, or never) unless critical to life and safety

Performance Standards



Are the standards fair?

Are they comparable to expectations for other employees in similar positions?

- Applying different standards to employees doing the same work does not appear on its face to be fair or valid
- Requiring higher-level management review of standards for similar work across an organization may be one way of ensuring equity

Do the standards allow for some margin of error?

- Requiring perfection is not fair in most instances



S Specific

M Measurable

A Achievable

R Relevant

T Timely



Timely

Specific

Relevant

2. Provide accurate, timely customer service

Upon receipt of requests, provide accurate responses in the agreed-upon timeframes, as defined by ICD 24.8, using the appropriate format identified in SOP25 during the performance appraisal cycle ending March 31, 2017. This supports the organization's commitment to be responsive to customers and clients. Meet suspenses 90% of the time. Provide accurate responses with no more than 2 errors per request.

Measurable/
Achievable



After discussion(s), finalize a written performance plan

It's important that both the supervisor and the employee understand the performance plan

Plans must be clearly communicated to and acknowledged by employees



Elements for Supervisors



The following elements must be included for employees who also supervise (CNGBI 1400.25 v431 para 6.c.)

Equal Employment Opportunity Or Equal Opportunity

Whistleblower Protections

Prohibited Personnel Practices

Performance Management Actions



Monitoring Performance



Monitoring Phase

Two-Way Communication

Emphasize Organizational Goals

Frequent Performance Discussions

Focus on Performance

Early Detection of Performance Issues



Feedback Guidelines for the Feedback“ee”

- ✓ Just Listen
- ✓ Don't interrupt
- ✓ Don't get defensive
- ✓ If things get awkward or too emotional, don't respond and ask for a break. But be sure to re-connect with person giving feedback



“Thank you for the feedback.” ²⁸



Supervisors

- ✓ Continuously communicate; provide encouragement, meaningful feedback, and recognize accomplishments
- ✓ Provide employees an opportunity to highlight their successes relative to the performance elements and standards
- ✓ Identify needed changes to performance elements as appropriate
- ✓ Review IDPs to identify development opportunities
- ✓ Identify employee's skills and abilities, and look for opportunities to further develop them
- ✓ Document performance discussions
- ✓ Recognize and reward performance throughout the performance appraisal cycle



Employees

- ✓ Ask questions
- ✓ Engage in self-development
- ✓ Keep supervisor informed on outcomes
- ✓ Provide input during performance discussions
- ✓ Identify changes to performance elements as appropriate
- ✓ Identify challenges impeding ability to be successful
- ✓ Work with supervisor to find solutions to barriers to success
- ✓ Keep a record of their accomplishments so that they are able to discuss them throughout the cycle



Avoiding Year-End Surprises

Continuous communication (Progress Reviews) help ensure clear understanding of outcomes in the final performance appraisal.

The overall goal is mutual understanding between employee and supervisor which helps eliminate surprises at the end of the appraisal cycle



Communicating Achievements

Employee input is strongly encouraged to ensure supervisors have a full range of information when evaluating employee accomplishments

Employee input should:

Identify accomplishments in a clear, concise manner

Describe how accomplishments relate to the performance elements and standards

Demonstrate how accomplishments contributed to organizational goals





Addressing Performance Issues

Informal Feedback

➤ Steps for effective informal feedback are:

- ✓ State what has been observed using facts, not emotions
- ✓ Describe how the performance fails to meet standards
- ✓ Wait for a response (let them talk)
- ✓ Ask for a solution; give suggestions if needed
- ✓ Agree on a solution together
- ✓ Set a follow-up date and time

Make sure you document everything!



How Employees Can Improve Performance

- ✓ Ask clarifying questions
- ✓ Ask for specific examples of “Fully Successful” performance
- ✓ Request additional job-related training or assistance
- ✓ Adhere to responsibilities outlined in the PIP document; actively seek assistance when needed



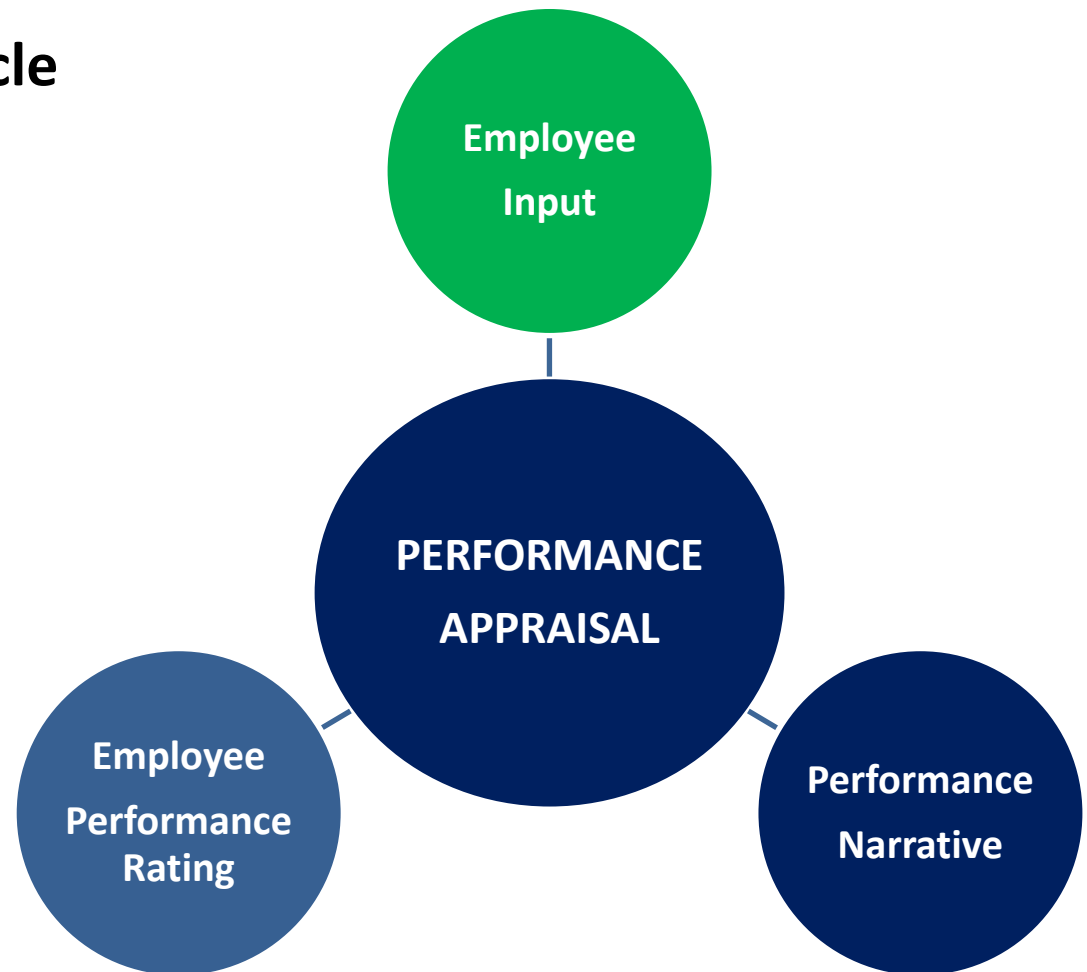
Evaluating Performance



✓ Performance Appraisal Cycle *01 April to 31 March*

✓ Performance Ratings

- *5 - Outstanding*
- *3 - Fully Successful*
- *1 - Unacceptable*





(5) OUTSTANDING

- The average score of all performance element ratings is 4.3 or greater, with no element being rated a “1”, resulting in an overall rating of record that is a “5”.

(3) FULLY SUCCESSFUL

- The average score of all performance element ratings is less than 4.3, with no element being rated a “1”, resulting in an overall rating of record that is a “3”.

(1) UNACCEPTABLE

- Any performance element rated as a “1”.

SAMPLE Performance Rating Narratives



Level 5 - Outstanding

- Produces exceptional results or exceeds expectations well beyond specified outcomes
- Sets targeted metrics high and far exceeds them (e.g., quality, budget, quantity)
- Handles roadblocks or issues exceptionally well and makes a long-term difference in doing so
- Is widely seen as an expert, valued role model, or mentor for this work
- Exhibits the highest standards of professionalism

Level 3 – Fully Successful

- Effectively produces the specified outcomes, and sometimes exceeds them
- Consistently achieves targeted metrics
- Proactively informs supervisor of potential issues or roadblocks and offers suggestions to address or prevent them
- Achieves goals with appropriate level of supervision

Level 1 - Unacceptable

- Does not meet expectations for quality of work; fails to meet many of the required results for the goal
- Is unreliable; makes poor decisions; misses targeted metrics (e.g., commitments, deadlines, quality)
- Lacks or fails to use skills required for the job
- Requires much more supervision than expected for an employee at this level

Evaluating Phase Roles and Responsibilities



Employees

- Provide input
- Include each performance element
- Restate understanding of these performance elements
- Highlight all of the most significant achievements
- Make the connection accomplishment > result > impact on the organization
- Note challenges, how they were resolved, and lessons learned

Supervisors

- Request and consider employee input
- Consider obstacles encountered and overcome
- Prepare a written narrative and rating on each performance element
- Make meaningful distinctions based on performance; foster and reward excellent performance; address performance issues
- Clearly communicate approved and finalized ratings



Supervisors write a performance narrative that describes the employee's performance measured against the performance standards for the appraisal cycle

A written rating of record must be provided at the end of the appraisal cycle for each employee who has been under an approved performance plan for 90 calendar days during the cycle.

Performance narratives :

- Justify how an employee's ratings are determined
- Are required for each element rated "Outstanding" and "Unacceptable"
- Are highly encouraged for each element rated "Fully Successful" as a means of recognizing all levels of accomplishments and contributions to mission success



The supervisor sets the date, time, and location with the employee when meeting to discuss the evaluation



Performance Appraisals – Three Mandatory Action Situations



- 1) Appraisal of less than “Fully Acceptable” requires immediate remedial action to allow improvement, including:
 - Establishment of a written Performance Improvement Plan (PIP)
 - An offer to participate in the Employee Assistance Program (EAP), as needed

Performance Appraisals – Three Mandatory Action Situations



1) Continued

- **Description of potential actions resulting from continued “unacceptable” performance**
- **Statement of Notice that performance is at best “Marginally Acceptable”, for pay purposes**
- **Withholding of Within-Grade increase for which otherwise eligible**

Performance Appraisals – Three Mandatory Action Situations



2) If performance improves to “Fully Acceptable”, a new rating may be given

- Acceptable performance rating requires granting a Within-Grade Increase, as determined by the state**

Performance Appraisals – Three Mandatory Action Situations



3) A continuing “Unacceptable” rating requires the technician be

- **Removed from employment in that position**
- **Reduced in grade (in that position) to a level at which qualified & capable of acceptable performance, OR**
- **Reassigned to another position for which qualified & capable of acceptable performance**



A Technician may appeal any performance appraisal or notice of rating or any single aspect of an appraisal/rating.

Timeframes for filing appeals:

- **Other than unacceptable ratings – within 30 calendar days of receiving the original copy of the appraisal**
- **Based on Unacceptable ratings – within 15 calendar days of receipt of written notice or original copy of appraisal**



The Performance Appraisal Review and Appeals Board:

- Established by the state Adjutant General
- Consists of members of equal or higher grade than appellant
- Cannot be in the appellant's chain of command



The Performance Appraisal Review and Appeals Board:

- **Concerned only with the appeal--
NOT the personnel action taken as a result of an unacceptable appraisal**
- **Submits decision within 15 calendar days**



More...Appraisal Appeals



- The appellant is entitled to representation
- There are no appeal rights for this purpose beyond the Adjutant General
- Labor Relations Specialist – Ms. Stacey Mitchell





- **5 CFR 430 (Performance Management)**
- **5 USC 4301-4305 (Performance Appraisal)**
- **DoDI 1400.25 Vol 431 (DoD Civilian Personnel Management System: Performance Management)**
- **CNGBI 1400.25 Vol 431 (NG Technician Performance Appraisal Program)---in rewrite**
- **CNGBI 1400.25 Vol. 752 (Adverse and Disciplinary Actions)**

Login Help | Contact List | Frequently Asked Questions (FAQ)

DCPDS PORTAL

News and Info
Last updated January 11, 13:00 CDT

The Department of Defense (DoD) Civilian Personnel Data System (DCPDS) has the honor to offer representation to the U.S. CENTCOM Civilian Personnel Data System (DCPDS) and the U.S. CENTCOM Civilian Personnel Data System (DCPDS).

The added value for employees participating in a diverse workforce is the difference in the Department of Defense (DoD) Civilian Personnel Data System (DCPDS).

Thank you for all of your feedback and effort you took to let us know what was working for you and what needed improvement. Throughout the last year, and looking forward, we will continue to value your input to enhance MyBiz+.

Attention CSU Users: The CSU application and database will be decommissioned in the near future. Data has been transitioned to the Current Record Data Mart in CMIS. DLA/DLA customer CSU users will no longer have access to CSU as of June 30, 2016. This notice will be updated with dates for other agencies as they are announced.

Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)!

In Internet Explorer navigate to <https://compo.dcpds.cpms.osd.mil>.
Click on Smart Card Log In
Then select the Email certificate...

Windows Security

Select a Certificate

Issuer: DOD EMAIL CA-31
Valid From: 6/21/2015 to 6/21/2018

Issuer: DOD CA-31
Valid From: 6/21/2015 to 6/21/2018
[Click here to view certificate properties...](#)

OK Cancel

Smart Card A

Click the login button below and select the Smart Card you wish to use.

Smart Card Login

First time Smart Card (CAC) user? [Register](#)

Returning Non-Smart Card (Non-CAC)

Non-Smart Card Access

First time Non-Smart Card (Non-CAC) user? [Register](#)
Password problems? [Reset](#)

For technical problems, select the [Contact List](#) support Help Desk.

...and accept the Privacy Act Statement.

Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

Authorities: 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O. 9397.

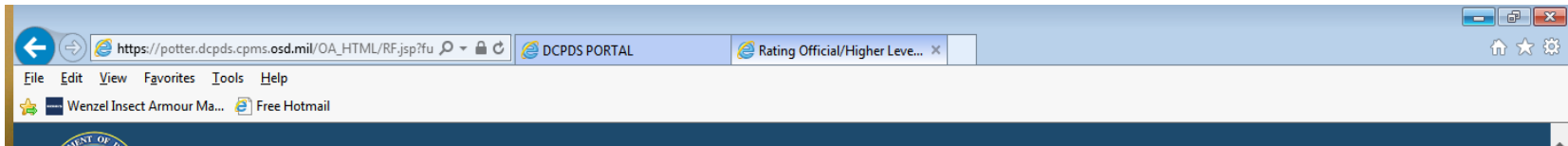
Principal Purposes: To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.

Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

Accept

To create or modify employee Performance Plans select “Performance Management and Appraisals” under Manager Functions.



The MyPerformance Main Page displays current active performance plans.
This list is not from the hierarchy.
Only people in the rating chain have access to employee performance plans.

myPerformance main Page

[Need Help?](#)

Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

☒ **TIP** Only Employees that have a plan in progress are listed below.

Show Me Appraisal Year

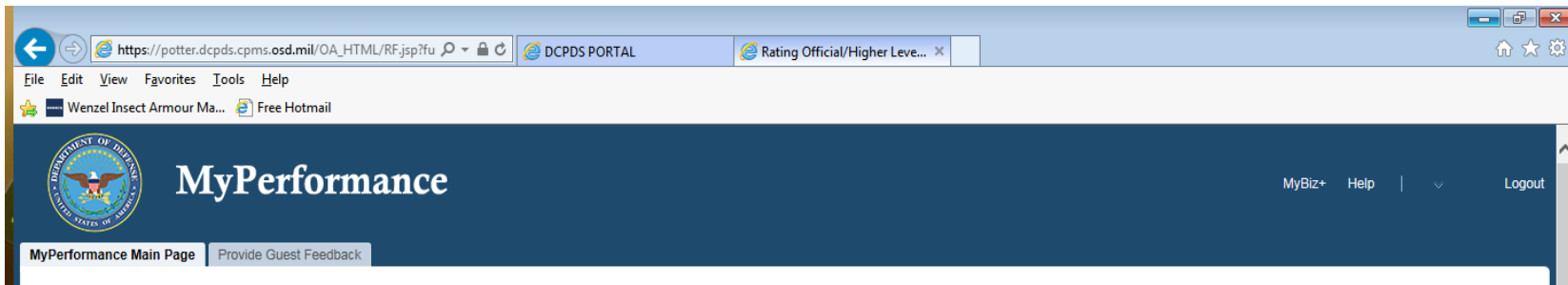
Create New Plan

--Choose a Plan Type--
 DoD Performance Management Appraisal Program
 Defense Civilian Intelligence Personnel System
 National Guard (Title 32)

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
WING, ROBIN MARIE	Stout, Tracy Ann	Stout, Tracy Ann	2017	760705	22-Jan-2016	NG	Approved	Interim Review Completed	Update <input type="button" value="Go"/>
BEACH, ERICA LEIGH	Stout, Tracy Ann	Stout, Tracy Ann	2017	760462	22-Jan-2016	NG	Approved	Interim Review Completed	Update <input type="button" value="Go"/>

Select the link to search for Completed Plans.
[Show Completed Plans/Appraisals](#)

Auto saving in about 14 minute(s)



Select DoD Performance Management and Appraisal Program and click “GO”

Warning: This system. Unauthenticated

From the Main Page, you can create, update and view emp
You can also search for completed plans by selecting the 'S

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete

Important: To become familiar with the columns, select the Plans/Appraisals In Progress

☒ **TIP** Only Employees that have a plan in progress are li

Show Me Appraisal Year

Records Displayed

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
WING, ROBIN MARIE	Stout, Tracy Ann	Stout, Tracy Ann	2017	760705	22-Jan-2016	NG	Approved	Interim Review Completed	Update <input type="button" value="Go"/>
BEACH, ERICA LEIGH	Stout, Tracy Ann	Stout, Tracy Ann	2017	760462	22-Jan-2016	NG	Approved	Interim Review Completed	Update <input type="button" value="Go"/>

Select the link to search for Completed Plans.
[Show Completed Plans/Appraisals](#)

Auto saving in about 14 minute(s)

100%

Create New Plan

DoD Performance Management Appraisal Program

--Choose a Plan Type--

DoD Performance Management Appraisal Program

Defense Civilian Intelligence Personnel System

National Guard (Title 32)

Go

ation in this

a plan, and track the status of a plan.

Create New Plan

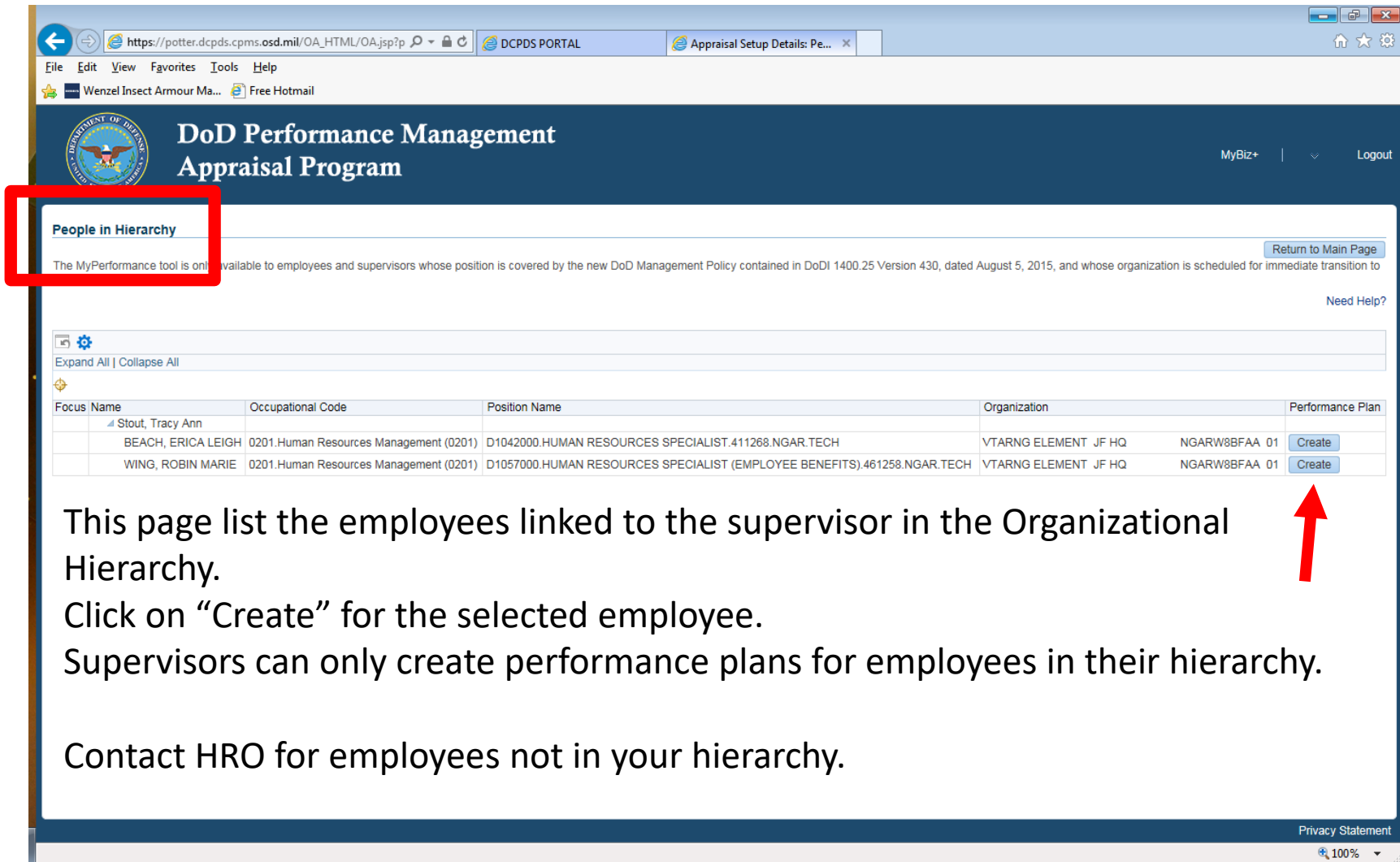
--Choose a Plan Type--

DoD Performance Management Appraisal Program

Defense Civilian Intelligence Personnel System

National Guard (Title 32)

Go



People in Hierarchy

The MyPerformance tool is only available to employees and supervisors whose position is covered by the new DoD Management Policy contained in DoDI 1400.25 Version 430, dated August 5, 2015, and whose organization is scheduled for immediate transition to

[Return to Main Page](#)

[Need Help?](#)

Expand All | Collapse All

Focus Name	Occupational Code	Position Name	Organization	Performance Plan
Stout, Tracy Ann				
BEACH, ERICA LEIGH	0201.Human Resources Management (0201)	D1042000.HUMAN RESOURCES SPECIALIST.411268.NGAR.TECH	VTARNG ELEMENT JF HQ NGARW8BFAA 01	Create
WING, ROBIN MARIE	0201.Human Resources Management (0201)	D1057000.HUMAN RESOURCES SPECIALIST (EMPLOYEE BENEFITS).461258.NGAR.TECH	VTARNG ELEMENT JF HQ NGARW8BFAA 01	Create

[Privacy Statement](#)

100%

This page list the employees linked to the supervisor in the Organizational Hierarchy.

Click on “Create” for the selected employee.

Supervisors can only create performance plans for employees in their hierarchy.

Contact HRO for employees not in your hierarchy.

The Supervisory Commitment Statement must be acknowledged each time a supervisor go into an employee's performance plan.

This applies to AGR supervisors as well as Technician supervisors.

Confirmation

Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals; establish open communication; monitor and evaluate employee performance; recognize and reward performance, and appropriately address deficient performance.

Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible and transparent performance system. It is important that I ensure performance elements are linked to organizational goals; establish open communication; monitor and evaluate employee performance; recognize and reward performance and appropriately address deficient performance.

Acknowledge

100%

Table 1 – *Create Performance Plan* page - Setup Details fields and descriptions

Description of the fields in the Plan Setup Details.


The Rating Official Guide uses tables like this to identify the data in each field.

Field	Description
Appraisal Type	The Annual Appraisal – DoD option appears by default.
Appraisal Period Start Date	The cycle start date defaults to 01-Apr-YYYY
Appraisal Period End Date	The cycle end date defaults to 31-Mar-YYYY
Appraisal Effective Date	The appraisal effective date defaults to 01-Jun-YYYY
Rating Official	This field is auto-populated based on information stored in the hierarchy
Higher Level Reviewer Name	This field is auto-populated based on information stored in the hierarchy, but can be changed as necessary

https://potter.dcpds.cpmc.os... DCPDS PORTAL Create Performance Plan

File Edit View Favorites Tools Help

Wenzel Insect Armour Ma... Free Hotmail

 **DoD Performance Management Appraisal Program** MyBiz+ Logout


Create Performance Plan

The Plan Details page default to Annual Appraisal-DoD type.
MyPerformance default to the standard appraisal period dates.

Employee Information

The Rating Official and HLR are drawn from the hierarchy.
Contact HRO if the wrong names are there or are blank.
Click "Build New Plan"

* Appraisal Type **Annual Appraisal - DoD**

 **TIP** The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Please review and change this date, if necessary.

* Appraisal Period Start Date **01-Apr-2017**

* Appraisal Period End Date **31-Mar-2018**

Appraisal Effective Date **01-Jun-2018**

* Rating Official Name

* Higher Level Reviewer Name

Build New Plan

Auto saving in about 14 minute(s) 100%

Plan shell has been established.

User can navigate using the tabs which are now available or click “Save and Continue” to go to the next page.

The screenshot displays the 'Appraisal Program' interface. At the top, there is a header with the 'Appraisal Program' title and a 'MyBiz+' link. Below the header, a navigation bar contains four tabs: 'Step 1: Plan Details' (active), 'Step 2: Mission Goals', 'Step 3: Performance Elements and Standards', and 'Step 4: Approvals and Acknowledgments'. A red box labeled 'Navigation' has three arrows pointing to these tabs, the 'Choose an Action' dropdown menu, and the 'Save and Continue' button at the bottom right. The main content area is titled 'Employee Information' and includes a section for 'Step 1: Plan Details' with instructions and a 'TIP'. It also features a form for entering appraisal details, including 'Appraisal Type' (set to 'Annual Appraisal - DoD'), 'Appraisal Period Start Date' (01-Apr-2017), 'Appraisal Period End Date' (31-Mar-2018), and 'Appraisal Effective Date' (01-Jun-2018). The 'Created By' field is populated with 'Stout, Tracy Ann'. A 'Save and Continue' button is located at the bottom right of the form area. A status bar at the very bottom indicates 'Auto saving in about 14 minute(s)' and a zoom level of '100%'.

Appraisal Program

MyBiz+ Logout

Plan View/Print Form

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards Step 4: Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name
Show Employee []

This screen allows you to view and change the details of your employee's performance plan.

Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select **Need Help?**

* Appraisal Type Annual Appraisal - DoD

* Appraisal Period Start Date 01-Apr-2017

* Appraisal Period End Date 31-Mar-2018

* Appraisal Effective Date 01-Jun-2018

Rating Official Name
Higher Level Reviewer

Performance Plan Approval Date
Plan Last Modified Date
Created By Stout, Tracy Ann

Save and Continue

Auto saving in about 14 minute(s)

100%

Next step is to enter Mission Goals.

Note the reminder to discuss the DoD Core Values when your employee reviews their performance plan.

DoD Core Values MUST be incorporated into the Mission Goal.

Click Save and Continue.

Employee Information

Employee Name
▶ Show Employee C

DoD Core Values: Leadership, Professionalism, and Technical Knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty.

This screen allows you to enter your employee's Component organizational values, mission statements, or goals which apply to their performance elements and standards.

Step 2: Mission Goals

- Enter your Component's organizational values, mission statement, or goals directly in the text box or copy and paste from another document.
- Select Save and Continue button at the bottom right corner to move to Step 3: Performance Elements and Standards.
- Select Save and Go Back button at the bottom right corner to go back to Step 1: Plan Details.

For additional guidance, select **Need Help?**

ENTER MISSION GOALS HERE

(Limit to 1000 characters)

Spell Check Counter 26

Save and Go Back Save and Continue

Auto saving in about 14 minute(s)

100%

Next step is to enter properly formatted Performance Elements.
Minimum of 1 Performance Element is required but no more than 10 maximum.
Weighting is not used in this program and all Performance Elements are Critical.

Employee Information

Employee Name
[Show Employee I](#)

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select **Need more information?** link to view the SMART criteria.

Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s).
- Select Update button under the Details Action column to update an unapproved performance element.
- Select View button under Details Action column to view an approved performance element.
- Select Delete icon under the Details Delete column to delete a performance element.
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgements.
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

For additional guidance, select **Need Help?**

[Add Performance Element](#) |

Details	Number	Title	Status	Element Type	Action	Delete
No results found.						

[Save and Go Back](#) [Save and Continue](#)

Auto saving in about 14 minute(s) 100%

The screenshot shows a web browser window with the address bar displaying 'https://potter.dcpds.cpmc.os...'. The browser's address bar also shows 'DCPDS PORTAL' and a tab titled 'Add Performance Element ...'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's status bar shows 'Wenzel Insect Armour Ma...' and 'Free Hotmail'.

The main content area of the browser displays a form titled 'Add Performance Element'. The form includes the following fields and controls:

- Performance Element Number:** 1
- * Performance Element Title:** TITLE OF PERFORMANCE ELEMENT
- * Performance Element Start Date:** 01-Apr-2017 (example: 15-Feb-2017)
- Performance Element Status:** Pending
- Date Last Modified:** 02-Mar-2017
- * Performance Element Type:** Critical (dropdown menu)
- Performance Element and Standard(s):** ENTER ALL THE SPECIFIC TASK OF THE PERFORMANCE ELEMENT AND THE FULLY ACCEPTABLE STANDARD TO ACCOMPLISH IT BY USE THE SMART FORMAT (text area)

At the bottom of the form, there is a 'Spell Check' button, a 'Counter' showing 132, and a 'Limit to 1500 characters' note. The browser's status bar shows 'Auto saving in about 15 minute(s)' and a zoom level of 100%.

All fields with an asterisk are required.

This screen allows you to add performance element and standard(s)

Save Save and Add Another Performance Element Go Back to Performance Elements

Enter the title of the Performance Element,
Performance Element Start date defaults to the start of the appraisal period.
This can be adjusted if necessary but must be within the appraisal period.

Add Performance Element and Standard(s)
* Indicates required field

This screen allows you to add performance element and standard(s)

- Enter the Performance Element title and verify the Performance Element Start Date.
- Enter your performance element and standard(s) in the text box or copy and paste from another document.
- Select Save button at top right corner to periodically save your work.
- Select Save and Add Another Performance Element button to save and add a new performance element and standard(s).

Buttons: [Save](#) [Save and Add Another Performance Element](#) [Go Back to Performance Elements](#)

Performance Element Status: **Pending**
Date Last Modified: **02-Mar-2017**

* Performance Element Type: **Critical** (dropdown menu)

Performance Element and Standard(s)

ENTER ALL THE SPECIFIC TASK OF THE PERFORMANCE ELEMENT AND THE FULLY ACCEPTABLE STANDARD TO ACCOMPLISH IT BY
USE THE SMART FORMAT

(Limit to 1500 characters)

Buttons: [Spell Check](#) Counter **132**

Auto saving in about 15 minute(s)

100%

Click “Save and Add Another Performance Element” until all Elements are added.

Click “Go Back to Performance Elements” page when done.

https://potter.dcpds.cpms.os... DCPDS PORTAL Appraisal Details

File Edit View Favorites Tools Help

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DoD Performance Management

MyBiz+ Logout

You can review, update or delete Performance Elements from this page.

Plan View/Print Form

Step 1: Plan Details Step 2: Mission Goals **Step 3: Performance Elements and Standards** Step 4: Approvals and Acknowledgments

Employee Information

Employee Name
[Show Employee Information](#)

Go

Choose an Action --
 Change Rating Official or Higher Level Reviewer
 Transfer to Employee
 Track Progress
 Return to Main Page

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select **Need more information?** link to view the SMART criteria.

Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s).
- Select Update button under the Details Action column to update an unapproved performance element.
- Select View button under Details Action column to view an approved performance element.
- Select Delete icon under the Details Delete column to delete a performance element.
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgments.
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

For additional guidance, select **Need Help?**

Add Performance Element

Show All Details | Hide All Details

Details	Number	Title	Status	Element Type	Action	Delete
	1	TITLE OF PERFORMANCE ELEMENT	Pending	Critical	Update	

Save and Go Back Save and Continue

Auto saving in about 14 minute(s)

100%

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Plan View/Print Form

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards Step 4: Approvals and Acknowledgments

Employee Information

Employee Name
Show Employee

Go

Choose an Action --
Change Rating Official or Higher Level Reviewer
Transfer to Employee
Track Progress
Return to Main Page

When all elements are added click: Step 4: Approvals and Acknowledgments tab or click another option.

Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.
For additional guidance, select **Need Help?**

Add Performance Element

Show All Details | Hide All Details

Details	Number	Title	Status	Element Type	Action	Delete
	1	TITLE OF PERFORMANCE ELEMENT	Pending	Critical	Update	

Save and Go Back Save and Continue

Auto saving in about 14 minute(s) 100%

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Plan View/Print Form

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards **Step 4: Approvals and Acknowledgments**

Employee Information

Employee Name
Show Employee Information

Go

Choose an Action --
Change Rating Official or Higher Level Reviewer
Transfer to Employee
Track Progress
Return to Main Page

The performance plan can be transferred to the employee for review and input but if the employee has already provided input go to Approvals and Acknowledgements tab to transfer to HLR.

- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

For additional guidance, select **Need Help?**

Add Performance Element

Show All Details | Hide All Details

Details	Number	Title	Status	Element Type	Action	Delete
	1	TITLE OF PERFORMANCE ELEMENT	Pending	Critical	Update	

Save and Go Back Save and Continue

Auto saving in about 14 minute(s)

Browser: https://potter.dcpds.cpmc.os... DCPDS PORTAL Appraisal Details

File Edit View Favorites Tools Help

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MyBiz+ Logout

Plan View/Print Form

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name
[Show Employee \[](#)

Click Step 1: "Start" to begin the Approvals and Acknowledgments process.

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

Auto saving in about 14 minute(s) 100%

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Option A - Transfer to the Higher Level Reviewer

Name	Title
Stout, Tracy Ann	Rating Official
Morgan, Michael Ronald	Higher Level Reviewer

☒ TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer

Select Option A to transfer the performance plan to the HLR
The HLR will "Approve" or "Return the Plan for Change" then back to the rater for final approval.

Spell Check

Notice: You are about to contact Morgan, Michael Ronald by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information.

Cancel Transfer to Higher Level Reviewer without E-mail Notification **Transfer to Higher Level Reviewer**

Option B - Document the higher level review has taken place by entering the following information

Higher Level Reviewer

Review Date

Method of Review

Other Method

Cancel Save

Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
Step 3: Rating Official - Document Communication to Employee	Not Started	Start
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Auto saving in about 14 minute(s)

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Option A - Transfer to the Higher Level Reviewer

Name	Title
Stout, Tracy Ann	Rating Official
Morgan, Michael Ronald	Higher Level Reviewer

☒ TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer

Message to Higher Level Reviewer

Use Option B if the Rating Official and the HLR are the same or if the HLR is not available.

This option will capture the HLR signature but not transfer the plan.

Notice: You are about to contact Morgan, Michael Ronald by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act i

Option B - Document the higher level review has taken place by entering the following information

Higher Level Reviewer

Review Date

Method of Review

Other Method

Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
Step 3: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Auto saving in about 14 minute(s)

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Option A - Transfer to the Higher Level Reviewer

Name	Title
Stout, Tracy Ann	Rating Official
Morgan, Michael Ronald	Higher Level Reviewer

☒ TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer

Fill in the required information for either option, click Transfer with Email Notification or Save

Notice: You are about to contact Morgan, Michael Ronald by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act i

Option B - Document the higher level review has taken place by entering the following information

Higher Level Reviewer

Review Date

Method of Review

Other Method

Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
Step 3: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Auto saving in about 14 minute(s)

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Confirmation

I certify that the information in this performance plan accurately documents the Rating Official's decisions and the Higher Level Reviewer's approval.

Once you have selected the desired option, Click Yes to Confirm approval

Confirmation

I certify that the information in this performance plan accurately documents the Rating Officials decisions and the Higher Level Reviewer's approval

Privacy Statement

100%

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DCPDS PORTAL
Appraisal Details

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Plan View/Print Form

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

The next step for Approvals and Acknowledgments is Step 3: Document Communication to Employee

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
▶	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

Auto saving in about 14 minute(s)
100%

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Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name
[Show Employee](#)

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
Show	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Start

Communication Date

Communication Method

Other

[Cancel](#) [Save and Transfer to Employee for Acknowledgment](#) [Save and go to Step 4](#)

Details	Tasks	Status	Action
Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

[Save and Go Back](#)

Auto saving in about 14 minute(s)

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Start Step 3, fill in the Communication Date and Method of Communication. If Other method is selected you must enter something in the Other field.

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Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards **Step 4: Approvals and Acknowledgments**

– Choose an Action – Go

Employee Information

Employee Name
▶ Show Employee

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Communication Date

Communication Method

Other

Cancel Save and Transfer to Employee for Acknowledgment Save and go to Step 4

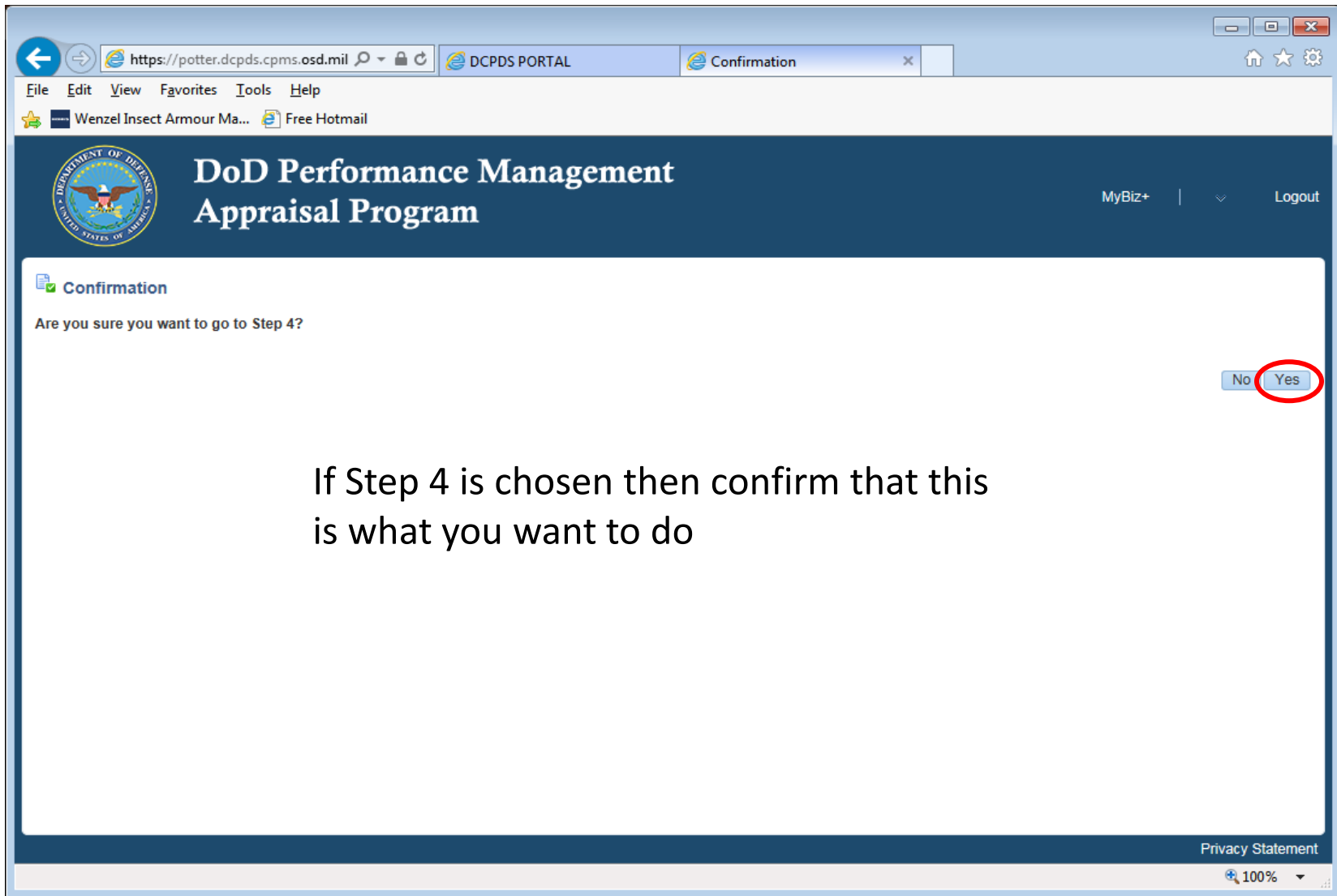
	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

Auto saving in about 14 minute(s)

100%

There **MUST** be employee acknowledgement of the performance plan. Save and Transfer to Employee for Acknowledgment or Save and Go to Step 4 if the employee is unavailable or unable or unwilling to sign.



If Step 4 is chosen then confirm that this is what you want to do

Starting Step 4

Note the addition of another row of tabs

The performance plan is Approved but is not valid until the employee acknowledges the plan and performance standards.

Click the start button

- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
▶	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
▶	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
▶	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start

Auto saving in about 14 minute(s)

Save and Go Back

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Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name
 ▶ Show Employee C

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

Enter the acknowledgment, if Other is selected then the Other block must have value. Click Save

Show All Details | Hide All Details

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
▶	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
▶	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
▲	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start

TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.

Acknowledgment
 Other Method
 Date

Unable to Sign
 Other
 No System Access
 Employee Declined

Cancel Save

Save and Go Back

Auto saving in about 14 minute(s)

100%

Performance Plan is now completed and Approved.

The Approvals and Acknowledgement process is REQUIRED for all events in DPMAP

The Annual Appraisal will not process through the system unless ALL steps are completed.

Select Save and Go Back to review or Return to Main Page and click Go

Employee Information

Employee Name
▶ Show Employee D

This screen allows you to view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed
▶	Step 2: Higher Level Reviewer - Review (if required)	Completed
▶	Step 3: Rating Official - Document Communication to Employee	Completed
▶	Step 4: Rating Official - Document Employee Acknowledgment	Completed

Available Actions

- Choose an Action –
- Change Rating Official or Higher Level Reviewer
- Transfer to Employee
- Track Progress
- Return to Main Page

Go

Save and Go Back

Auto saving in about 14 minute(s)

100%

From the Action Menu on the My Performance Main Page options are;

- Update a performance plan
- Transfer to Employee
- Change RO and/or HLR
- View or Print DD FORM 2904, DoD Performance Plan and Appraisal

Selecting "Close" will close the performance plan and make it unavailable

Select Track Progress to review the events of the performance cycle.

Plans/Appraisals In Progress

☒ TIP Only Employees that have a plan in progress are listed below.

Show Me Appraisal Year

Create New Plan
--Choose a Plan Type--

Records Displayed

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
			2017	760705	22-Jan-2016	NG	Approved	Interim Review Completed	<input type="button" value="Update"/>
LEIGH WING, ROBIN MARIE	Stout, Tracy Ann	Stout, Tracy Ann	2017	760462	22-Jan-2016	NG	Approved	Interim Review Completed	<input type="button" value="Update"/>
			2018	322	02-Mar-2017	DoD	Approved	Plan Approved	<input type="button" value="Update"/>

Select the link to search for Completed Plans.

Auto saving in about 14 minute(s)

Available Actions:

- Update
- Transfer to Employee
- View/Print Form
- Change RO and/or HLR
- Close
- Track Progress
- Manage Guest Participants

[←](#)
[→](#)
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DCPDS PORTAL
Track Progress

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Track Progress

Go Back Print

Employee Information

Employee Name **WING, ROBIN MARIE**
[Show Employee Details](#)

This screen provides information regarding the status of the performance plan/appraisal throughout the performance cycle.

- Review the performance plan/appraisal status and select Go Back button at top right corner when finished.
- A Print button is located at the top right corner, if you would like to print Track Progress.

For additional guidance, select **Need Help?**

Plan	Date	User	
Drafted	02-Mar-2017	Stout, Tracy Ann	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	02-Mar-2017	Stout, Tracy Ann	<input checked="" type="checkbox"/>
Approved	02-Mar-2017	Stout, Tracy Ann	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	02-Mar-2017	Stout, Tracy Ann	<input checked="" type="checkbox"/>
Acknowledged by Employee	02-Mar-2017	Stout, Tracy Ann	<input checked="" type="checkbox"/>

Progress Review

Employee Input			<input type="checkbox"/>
Rating Official - Assessment			<input type="checkbox"/>
Reviewed by Higher Level Reviewer - If Required			<input type="checkbox"/>
Communicated to Employee by Rating Official			<input type="checkbox"/>
Acknowledged by Employee			<input type="checkbox"/>

Appraisal

Employee Input			<input type="checkbox"/>
Rating Official - Assessment			<input type="checkbox"/>
Higher Level Reviewer Approved			<input type="checkbox"/>
Communicated to Employee by Rating Official			<input type="checkbox"/>

Auto saving in about 14 minute(s) 100%

Progress Reviews

Employee Information

Employee Name: WING, ROBIN MARIE
[Show Employee Details](#)

This screen allows you to create, update or view completed progress reviews. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

- Select Create Progress Review button to create a progress review.
- Select Update button under Action column to update a progress review.
- Select View History button under Action column to view history.

For additional guidance, select [Need Help?](#)

Number	Created By	Communication Method	Employee Ack Date	Action	Delete
No results found.					

Progress Review is located on the first row of tabs in the employee's performance plan

Create Progress Review

Auto saving in about 14 minute(s)

Privacy Statement

One documented Progress Review must be accomplished for each employee usually halfway through performance cycle

Progress Reviews

DoD Performance Management Appraisal Program

MyBiz+ | Logout

Plan **Progress Reviews** Annual Appraisal Narrative Statements View/Print Form Manage Guest Participants

Employee Information
Employee Name
Show Employee |

Click on Create Progress Review

This screen allows you to create, update or view completed progress reviews. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

- Select Create Progress Review button to create a progress review.
- Select Update button under Action column to update a progress review.
- Select View History button under Action column to view a completed progress review.

For additional guidance, select **Need Help?**

Auto saving in about 14 minute(s)

Privacy Statement

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
No results found.									

Progress Reviews

DoD Performance Management Appraisal Program

Progress Reviews Information area

[Go Back to Progress Reviews](#)

The Progress Review screen has 2 tabs
One for the assessment and another for approvals and acknowledgments

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator: Progress Review Status: **Stout, Tracy** Initiated Progress Review Number: 1

Assessments Approvals and Acknowledgments

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.

- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**

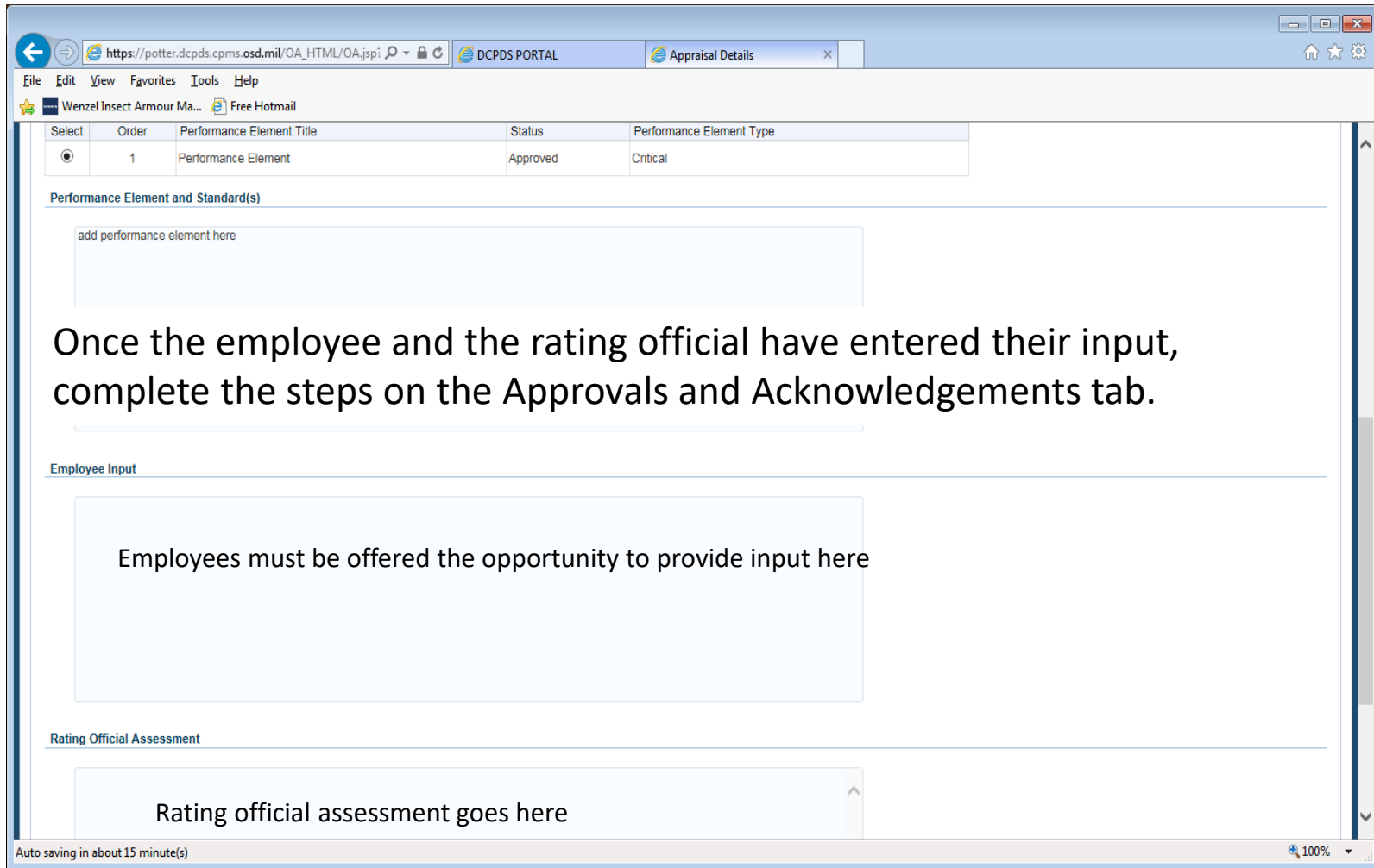
Performance Elements

Select	Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1	Performance Element	Approved	Critical

Performance Element and Standard(s)

Auto saving in about 14 minute(s)

Progress Reviews



https://potter.dcpas.cpmos.osd.mil/OA_HTML/OA.jsp? DCPAS PORTAL Appraisal Details

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Select	Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1	Performance Element	Approved	Critical

Performance Element and Standard(s)

add performance element here

Once the employee and the rating official have entered their input, complete the steps on the Approvals and Acknowledgements tab.

Employee Input

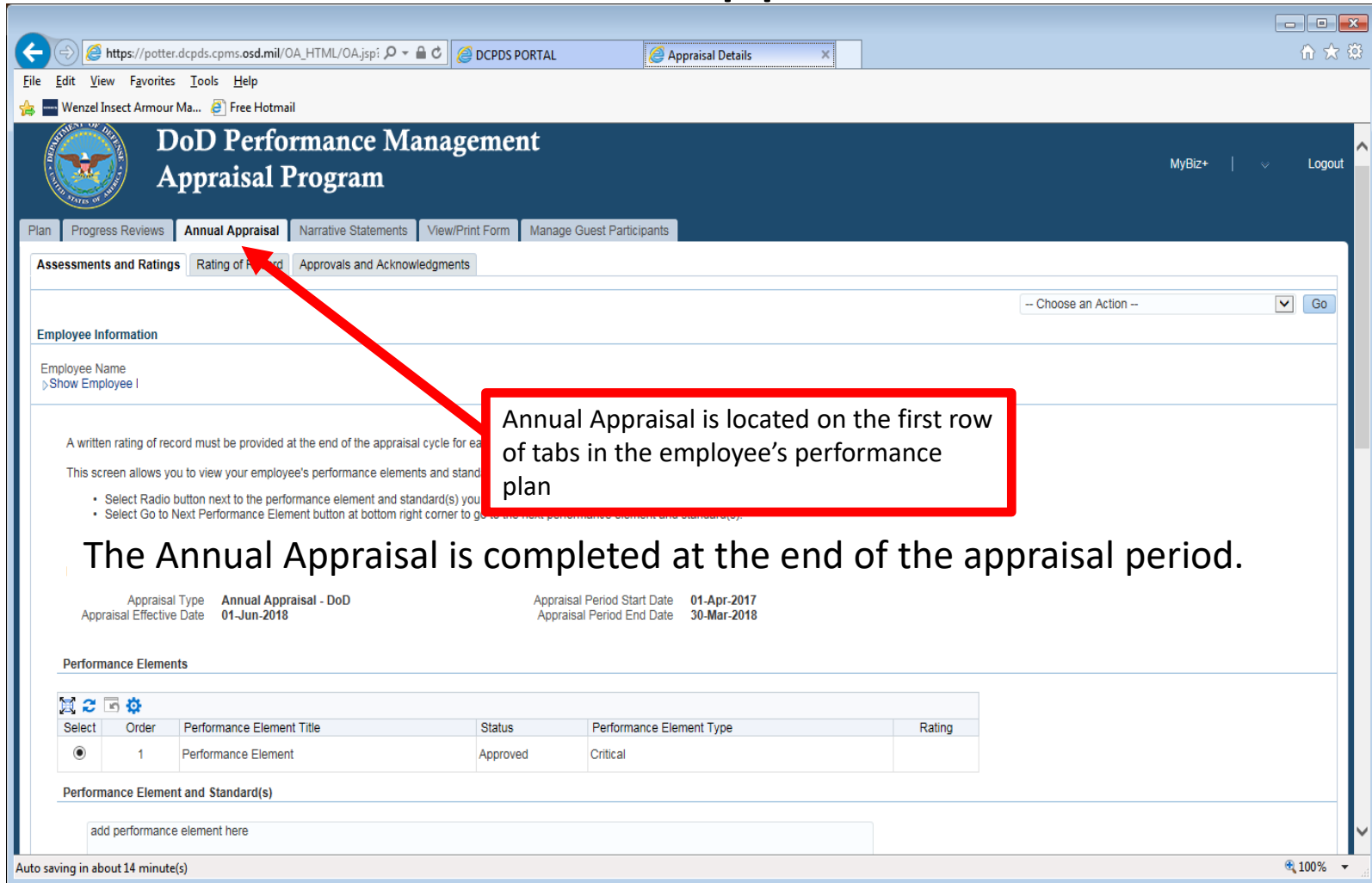
Employees must be offered the opportunity to provide input here

Rating Official Assessment

Rating official assessment goes here

Auto saving in about 15 minute(s) 100%

Annual Appraisals



https://potter.dcpds.cpmis.osd.mil/OA_HTML/OA.jsp: DCPDS PORTAL Appraisal Details

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DoD Performance Management Appraisal Program MyBiz+ Logout

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants

Assessments and Ratings **Rating of Record** Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name
Show Employee I

A written rating of record must be provided at the end of the appraisal cycle for each employee.

This screen allows you to view your employee's performance elements and standards.

- Select Radio button next to the performance element and standard(s) you want to rate.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).

The Annual Appraisal is completed at the end of the appraisal period.

Appraisal Type: **Annual Appraisal - DoD**
Appraisal Effective Date: **01-Jun-2018**
Appraisal Period Start Date: **01-Apr-2017**
Appraisal Period End Date: **30-Mar-2018**

Performance Elements

Select	Order	Performance Element Title	Status	Performance Element Type	Rating
<input checked="" type="radio"/>	1	Performance Element	Approved	Critical	

Performance Element and Standard(s)

add performance element here

Auto saving in about 14 minute(s)

Annual Appraisals

https://potter.dcpds.cpmc.osd.mil/OA_HTML/OA.jsp

DCPDS PORTAL

Appraisal Details

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Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants

Assessments and Ratings Rating of Record Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name WING, ROBIN MARIE
[Show Employee Details](#)

Assessments and Ratings

Appraisal Type Annual Appraisal - DoD
 Appraisal Effective Date 01-Jun-2018

Appraisal Period Start Date 01-Apr-2017
 Appraisal Period End Date 30-Mar-2018

Performance Elements

Select	Order	Performance Element Title	Status	Performance Element Type	Rating
<input checked="" type="radio"/>	1	Performance Element	Approved	Critical	

Performance Element and Standard(s)

add performance element here

Auto saving in about 14 minute(s)

100%

Annual Appraisals

After employee and Rater inputs have been entered the Rating of Record can be entered at the bottom of the assessment screen. Select Go to Next Performance Element until all elements have been assessed and rated. Then complete the Approvals and Acknowledgments

Employee Assessment

Rating Official Assessment

Employee Assessment

Rating of Record

(Limit to 2000 characters)

Spell Check Counter

Performance Element Rating

Element Rating

Go to Next Performance Element Go Back to Top of Page

Auto saving in about 14 minute(s)

100%

Performance Narrative Statements

- Performance Narrative Statements are required whenever there is a change to the employee's supervisor. This can result from a position change for the employee or a re-assignment of a supervisor.
- A Performance Narrative Statement is a non-rated assessment of an employees performance based on their established performance standards. This assessment becomes part of the performance plan and is available for the new supervisors consideration.
- The outgoing supervisor is responsible to complete the Performance Narrative Statement then changes the Rating Official and/or HLR to the employees new rating official. This essentially transfers the plan to the new rater. Do NOT create a new plan for a change in supervisors or job.
- The new rating official must review the performance plan, edit the performance elements for the employees new job and re-approve the performance plan.
- Performance Narrative Statements were formerly called Closeout Assessments.

DoD Performance Management Appraisal Program

MyBiz+ | Logout

Plan | Progress Reviews | Annual Appraisal | **Narrative Statements** | View/Print Form | Manage Guest Participants

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | Step 4: Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name
[Show Employee D](#)

This screen allows you to start the approval process or view approval information and status of the employee.

Step 4: Approvals and Acknowledgments

Select [Show All Details](#) link to see approval and acknowledgment information (dates, method, etc.) and [Hide All Details](#) link to collapse all steps.

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
▶	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
▶	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
▶	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start

[Save and Go Back](#)

Auto saving in about 14 minute(s)

100%

Performance Narrative Statements is located on the first row of tabs in the employee's performance plan

Narrative Statements are written the same way Progress Reviews are except a Narrative Statement identifies a change in rating official

https://potter.dcpds.cpmc.osd.mil/OA_HTML/OA.jsp

DCPDS PORTAL

Appraisal Details

File Edit View Favorites Tools Help

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DoD Performance Management Appraisal Program

MyBiz+ Logout

Plan Progress Reviews Annual Appraisal Narrative Statements **View/Print Form** Manage Guest Participants

Reports

-- Choose an Action -- Go

Click View/Print Form to review DD Form 2906-DoD Civilian Performance Plan, Progress Review and Appraisal

- Select View/Print Form button at bottom right corner to view/print a working copy of the form.
- The working copy of the form is displayed as a PDF file that you can save and/or print.

For additional guidance, select **Need Help?**

Then click View/Print Form to open the PDF

View/Print Form

Privacy Statement

Auto saving in about 15 minute(s)

100%

https://potter.dcpds.cpmc.osd.mil/OA_HTML/OA.jsp

DCPDS PORTAL

Appraisal Details

File Edit View Favorites Tools Help

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DoD Performance Management Appraisal Program

MyBiz+ Logout

Plan Progress Reviews Annual Appraisal Narrative Statements View/Print Form **Manage Guest Participants**

-- Choose an Action -- Go

Employee Information

Employee Name
>Show Employee |

Need Help?

This screen allows a rating official to request guest participants, other than the rating official or employee, to contribute to this appraisal.

- Add Participant button – Allows you to add guest participants.
- Request Feedback button – Once a participant is selected, allows you to request their feedback.
- Prevent Feedback button – Allows you to prevent feedback if the Participation Status is 'Feedback Requested'.

Select Participant Request Feedback Prevent Feedback **Add Participant**

Select	Full Name	Participation Type	Participation Status	Participation Status Date	Date Completed	Action
No results found.						

Auto saving in about 14 minute(s)

Privacy Statement

100%

Guest Participants can be added to provide input to an employees performance plan and assessments.
This is useful if you have an employee on another detail

Questions?

